



City of Riverside, California
Personnel Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: II-11 Effective Date: 09/01

SUBJECT: JURY DUTY COMPENSATION

PURPOSE:

To establish uniform guidelines for the granting of paid leave for City employees summoned for attendance to any court for Jury Duty.

POLICY:

All regular full-time and regular part-time (20 hours or more a week) employees summoned to serve on jury duty (federal, state superior, and municipal courts) shall be considered to be on duty for the length of the trial and there shall be no loss of compensation. Employees shall be required to report for work if such employee's normal or adjusted starting time is more than one hour prior to the required reporting time for jury duty. Employees shall return to work immediately upon being released from jury duty unless the employee would arrive at the work site with less than one hour remaining on said employee's regular shift or adjusted work schedule. Exceptions shall be made in accordance with the policy and with the specific approval of the department head. Grounds for exception to the work reporting requirement (one hour or more at beginning or ending of shift) shall include, among others, extended travel time or the need to change from work clothing. All employees shall obtain verification of the hours of jury duty performed using verification forms as may be supplied by the Court. No employee (placed on a jury panel) may serve more than once in a twelve (12) month period for the state superior and/or municipal courts and be compensated pursuant to the provisions of this section.

Except as herein provided, employees shall remit to the City any compensation received for those days while on jury duty and shall receive regular pay for the time served. Employees shall be reimbursed by the City for the mileage portion of the jury duty compensation unless the employee is regularly assigned a City car or receives a car allowance. Jury duty performed on an employee's regular day off shall not be compensated by the City and the employee shall be entitled to the jury compensation for duty performed on such employee's regular day off. Employees assigned to jury duty on a holiday will be considered to have taken such a holiday and will receive regular holiday pay, but the employee shall be entitled to the jury compensation for duty performed on such holiday. Temporary employees shall be entitled to retain such employee's jury compensation since such employee shall not be paid for time not actually worked.

For those employees working graveyard and swing shift, or other shifts starting at an early and/or late hour (i.e., 5:00 a.m. or 9:00 p.m.), management will try to reschedule the employee to a day shift with a start time ranging between 7:00 and 9:00 a.m. This temporary reassignment shall be only for the duration of the jury duty. Reassignment of duties may also

be made so that the employee may have more productive time prior to, and following release from, jury duty. This adjustment shall be primarily for field employees and/or employees who normally perform heavy labor. The department head has the option to deny schedule changes when overtime payment to another employee is required to cover the employee's regular shift. Non-field employees on modified work schedules shall have no changes in work hours or days off to accommodate jury duty schedules.

For Refuse Unit employees, on any day during a jury service period when the employee is not selected for a jury panel, not seated on a jury, and/or released early (by 2:00 p.m.) by jury commissioner, the employee is required to report to work. Notwithstanding anything to the contrary hereinabove, employees in the Refuse Unit are not required to report to work before jury duty.

PROCEDURE:

<u>Responsibility</u>	<u>Action</u>
Employee	1. Presents to immediate supervisor, as soon as possible, a copy of Jury Summons, indicating the first day employee is to report and the length of the service period for which the employee has been summoned.
Department	2. Reschedules and/or reassigns graveyard, swing, or other early/late shift employee, as necessary, to accommodate Jury Duty and maintain work productivity from employee before and/or after Jury Duty.
Employee	3. Obtains Jury Attendance Certification form from Jury Assembly Room staff.
	4. Keeps daily record of attendance while on Jury Duty.
	5. Codes time card indicating time period(s) served on Jury Duty.
	6. Notifies immediate supervisor of release from Jury Duty.
	7. Submits a copy of Jury Attendance Certification to immediate supervisor.
	8. Endorses and submits any compensation received from the courts for Jury Duty to immediate supervisor.

Finance Department

9. Reviews and verifies employee's time card and Jury Attendance Certification.
10. Forwards Jury Duty compensation to the Finance Department for processing.
11. Reimburses employee on paycheck for the mileage portion of jury duty compensation and, if applicable, for jury duty compensation performed on regular days off.